

## Vaccination Planning for Educators Checklist

School districts throughout Wisconsin have been providing education to Wisconsin students using a variety of instructional approaches throughout the COVID-19 pandemic. Returning to full in-person instruction for students continues to be a goal. Vaccination of education staff will help decrease the risk of exposure to, and complications from, COVID-19 when providing face-to-face instruction.

This checklist is designed to assist school district administrators and school nurses to prepare for vaccination of educators once approved by the Department of Health Services (DHS) to move forward with vaccination of educators. DHS anticipates educators will be eligible for the vaccine around March 1 (pending Wisconsin's vaccine supply from the federal government).

Information on the COVID-19 response and vaccine rollout is located on the DHS website at <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>. You may also sign up to receive the weekly DHS newsletter for current information on eligibility, answers to frequently asked questions, and key data updates.

### Assessment - February

- Develop full roster of eligible staff
  - Survey staff to determine who does want to get vaccinated (vaccine is optional and status is confidential)
  - Determine group previously eligible under phase 1A and already offered vaccination
- Consider preferences for logistics of vaccination (preferred locations, preferred dates, interest in group vs. individual options). Remember the COVID-19 vaccine is currently a two dose series and some individuals may have an enhanced response following vaccination and may need to be briefly off work.

### Planning - February

- Contact your Local Public Health Department (LPHD) to coordinate on a plan for how your staff will be vaccinated. This should be the initial contact for school districts. It is part of the LPHD's role to coordinate immunization plans with school districts. Should the LPHD be unable to vaccinate directly or coordinate another vaccinator, districts may reach out to other local vaccinators. Approved vaccinators may include:
  - health plan insurance provider for district
  - local hospital or occupational health department
  - entity that district uses for staff influenza vaccination clinics
  - local pharmacies
  - local medical clinics
  - local health department
- If unable to locate a vaccinator for your staff, then DHS may be able to assist.
- If plans have been previously made without LPHD coordination, communicate to your LPHD with whom the district has made arrangements.
  - The date for executing plans depends on vaccine supply. Dates cannot be guaranteed. School districts and their personnel may be vaccinated at different paces, given the uncertainty and flux of vaccine supply received by the state.
- Prepare pre- and post- vaccination staff letters describing the process.
- If district is providing space for vaccination clinics (hosting) determine personnel to coordinate effort.

- It is not recommended that school districts apply to become official vaccinators themselves, due to logistics of vaccine storage and security, record keeping, medical orders, actions required for potential anaphylaxis response at clinic, etc. See CDC vaccine toolkit <http://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/index.html> and DHS vaccine provider webpage <https://www.dhs.wisconsin.gov/covid-19/vaccine-program.htm>.

### **Communication – Mid February - March**

- Communicate with staff regarding vaccine safety using public health messaging to increase vaccine acceptance.
- Communicate with parents and students to reinforce importance of vaccination as part of the plan for community mitigation. Messages and resources are available from the CDC, DHS, and your LPHD.
- Communicate with staff about plans for vaccination.
- Remain in contact with your LPHD about any changes to plans.

### **Implementation – March to Early-Summer (anticipated)**

- Pending supply availability, implement plans for vaccination.

### **Reminders:**

Given the currently limited information on how much the mRNA COVID-19 vaccines may reduce transmission in the general population and how long protection lasts, the current CDC and DHS recommendation is for vaccinated individuals to follow [current guidance](#) to protect themselves and others. Vaccination is a crucial step in transition back to normalcy, but we need to continue to use the tools that we have already been using to stop the spread.

- Everyone still needs to follow social distancing, hand hygiene, and masking practices once vaccinated. This applies to individuals that have received one or two doses of the vaccine.
- Follow applicable workplace or school guidance related to use of personal protective equipment (PPE) and COVID-19 testing.
- Wisconsin has adopted the [updated CDC quarantine guidance](#) for fully vaccinated people who are exposed to COVID-19.

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